

WORKFORCE ADMINISTRATION
Workforce Innovation and Opportunity Act Title I-B
Policy Broadcast
REVISED PB # 17-016
Measurable Skill Gain Documentation Requirements
Effective Immediately

This Policy Broadcast is to inform all Local Workforce Development Area (LWDA) staff and interested parties of revisions of WIOA Title I-B Adult, Dislocated Worker, and Youth programs policies.

MEASURABLE SKILL GAIN

For the WIOA Title I-B Adult, Dislocated Worker, and Youth programs the Measurable Skill Gain indicator is the percentage of participants who, during the program year, are in education or training programs leading to recognized postsecondary credential or employment and who are achieving measurable skill gains. Measurable Skills Gain is defined as documented academic, technical, occupational or other forms of progress towards a credential or employment, as described in Training and Employment Guidance Letter (TEGL) 10-16: *Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs*.

Depending on the type of education or training program in which the participant is enrolled, documented progress is defined as one of the following:

- A. Documented achievement of at least one EFL by a participant who is receiving instruction below the postsecondary education level;
- B. Documented attainment of a secondary school diploma or obtained passing scores on all parts of the Arizona high school equivalency test;
- C. Secondary and postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting Arizona's unit academic standards. Arizona's high school graduation requirements are available at <https://azsbe.az.gov/resources/graduation-requirements>;
- D. Satisfactory or better progress report, towards established milestones, such as completion of an on-the-job (OJT) training or completion of one year of a registered apprenticeship program or similar milestone, for an employer or training provider who is providing training; or
- E. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmark, such as knowledge-based exams.

DOCUMENTING PROGRESS FOR TYPES OF MEASURABLE SKILL GAINS

- A. For purposes of determining an increase of at least one EFL of a *participant who is receiving instruction below the postsecondary level* for the Measurable Skill Gain indicator, the LWDAs may:
1. Compare the participant's pre-test EFL with the post-test EFL. **LWDAs must use tests determined suitable for the NRS by the U.S. Secretary of Education.** The most recent list of tests determined suitable for the National Reporting System is available online at <https://www.federalregister.gov/d/2016-29899>. The same test and version must be used for both the pre-and post-test. LWDA or Youth Service Providers may use other assessment tools appropriate to the target population as determined by the LWDA except for determining basic skills deficiencies; or
 2. Report an education functioning level gain for participants who exit a program below the postsecondary level and enroll in postsecondary education and training during the program year.
- B. For purposes of documenting the *attainment of a secondary school diploma or its recognized equivalent*, LWDAs may:
1. Accept documentation stating that a participant obtained passing scores on all parts of the Arizona high school equivalency test, or
 2. Accept documentation indicating the participant obtained a diploma or State-recognized equivalent documenting completion of secondary studies or an alternate diploma.
- C. For purposes of documenting *secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting Arizona's academic standards*, LWDAs may accept documentation through receipt of a secondary transcript or report card for one semester showing that the participant is achieving Arizona's policies for academic standards.

Note: For post-secondary education, this gain must demonstrate a sufficient number of credit hours (a minimum of 12 hours per semester for full-time students or a total of at least 12 hours over the course of two completed consecutive semesters during the program year) that shows a

participant is achieving the Arizona's academic standards (or the equivalent for other than credit hour programs).

- D. For purposes of documenting *satisfactory or better progress report, towards established milestones such as completion of an OJT or completion of one year of a registered apprenticeship or similar milestone from an employer or training provider who is providing training*, LWDAs must identify appropriate methodologies based upon the nature of service being provided, but progress reports must document substantive skill development the participant has received. The gain may be documented by a satisfactory or better progress report from an employer or training provider. Progress reports may include training reports on milestones completed as the individual masters the required job skills, or steps to complete an OJT or an apprenticeship program. Increases in pay from newly acquired skills or increased performance also may be used to document progress.
- E. For purposes of documenting *successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge based exams*, LWDAs may accept documentation that indicates passage of a component in a Registered Apprenticeship program, employer-required knowledge based exam, satisfactory attainment of an element on an industry or occupational competency-based assessment, other completion test necessary to obtain the credential.
- F. All participants who are in an education or training program during a program year leading to a recognized credential or employment are in the calculation of this indicator, unless they are excluded from performance for reasons listed in PB 17-007: *Exits Excluded from Accountability Measures* <https://des.az.gov/sites/default/files/media/ib17007exitsexcludedfromaccountabilitymeasures.pdf> .

The following participants in education or training are included in the Measurable Skill Gain indicator:

- 1. All participants who are in the WIOA Adult and Dislocated Worker-funded training program, including a secondary school program equivalent, and all participants in work-based training;

2. All In-School Youth since they are attending secondary or postsecondary school; and
 3. Out-of-School Youth who are in either:
 - a. Occupational skills training;
 - b. Secondary education during participation in the WIOA Title I-B Youth program; or
 - c. Postsecondary education during participation in the Title I-B youth program.
- G. LWDA staff must identify the appropriate measurable skill gain for participants and ensure accurate recording in AJC.

This information will be incorporated into the next revision of the WIOA Policy Manual. All requests for clarification should be sent via e-mail by your policy designee to: WIOAQandA@azdes.gov.